



Administrative Policies and Procedures: 18.24-DOE

Subject:	Information for Initial Classification
Authority:	TCA 37-5-105, 37-5-106
Standards:	PREA: 115.341, 115.342; COA: PA-JJR16.01
Application:	To All Department of Children's Services Staff members involved in the initial classification process

Policy Statement:

The information specified herein must be available to the classification team before the final determination of a student's initial program placement.

Purpose:

To ensure procedures are established to provide information to the classification team before final determination of initial program placement.

Procedures:

The classification coordinator shall ensure that the following information is available to the classification team before the final determination of a student's initial program placement.

- A.** Documentation of prior notification of the staffing to the appropriate individuals in the staffing of a student suspected of being in need of special education services; no staffing shall be held unless documentation of prior notification to parents/guardians is available.
- B.** A current social history and/or addendum provided by the Probation/Officer, including a summary of the student's criminal history, if any;
- C.** Valid commitment documents from the court which may include a social data sheet;
- D.** Medical and dental summary and immunization record;
- E.** Education records from the local education agency;
- F.** Educational assessment;
- G.** Academic achievement information;

H. Psychological and/or psychiatric evaluation, if indicated, including prior mental health evaluations, if applicable;
I. Previous placement/treatment records (including program and aftercare plans), if applicable and available.
J. Pre-vocational/vocational assessment, if applicable;
K. Religious background and interests, if applicable and available;
L. Written determination as to whether the student is in need of special education services or is mentally retarded (Integrated Assessment Report);
M. Community classification report;
N. Teacher observation report;
O. Group life observation report, if applicable;
P. Birth certificate or verification of birth;
Q. Physical fitness testing report and recreational interests, if pertinent.

Forms:	<i>None</i>
---------------	-------------

Collateral documents:	<i>None</i>
------------------------------	-------------

(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)